

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-44

SUBJECT:           **FLEX TIME**

SECTION:           Personnel

APPLIES TO:       All Employees

EFFECTIVE:        November 16, 2005

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- 44.1           Full-time employees within the Municipality may request of their respective Department Heads to modify their work day/work week.
- 44.2           Such modification may include one or more of the following:-  
                  i)        amend start time  
                  ii)       amend finish time
- 44.3           It is of the utmost importance to understand that the ability to modify one's work day/work week will be a function of a department's workload and staffing availability. The implementation of the program and its ongoing operation may well differ slightly department-to-department.
- 44.4           All modified work days/work weeks shall be compatible with a department's operational needs and shall be scheduled in advance. All time off with pay shall be taken on a monthly basis. In the event of conflict, operational demands shall take precedence and the Department Head's decision is final.
- 44.5           Department Heads are to ensure that employees using flex time have viable work that can be performed during the time outside normal work hours.
- 44.6           The approved modified work hours/work week may result in an accrual of time for time off with pay at a pre-determined date or be accommodated each workday.
- 44.7           Time off which has been accrued through flex time must be pre-scheduled, however vacation and non-flex lieu time shall take scheduling precedence.
- 44.8           Approved flex time must not result in an increase to the payroll burden to the Municipality nor result in a decrease in the level of service provided to the public.
- 44.9           All approved flex time schedules shall be forwarded to the Chief Administrative Officer for information prior to commencing of said schedule.